



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-09-088	OPENING DATE: 09-30-04	CLOSING DATE: 10-22-04	OPEN TO ALL APPLICANTS
POSITION: Legal Claims Examiner JS-945-10	TYPE OF APPOINTMENT: Career Service	Salary Range: \$46,048 - \$59,862 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Crime Victims Compensation Program	LOCATION: 515 5 th Street, NW	Tour of Duty: Full-time	

This position has promotion potential to Grade 12.

BRIEF DESCRIPTION OF DUTIES: The Crime Victims Compensation Program assists innocent victims of violent crime and survivors of homicide victims with crime-related expenses. Incumbent examines claims, investigates cases, determines eligibility, calculates and recommends compensation awards or denials, documents claims and awards, assists victims and monitors case follow-up.

MINIMUM QUALIFICATIONS: Bachelor's degree in social work, criminal justice, public administration or a related degree, plus two (2) years of experience in legal, court or social service administration. Equivalent combinations of relevant education and experience may be substituted. Please submit a copy of your most recent performance evaluation with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond to the ranking factors individually will disqualify you from further consideration.

1. Ability to research and apply laws, rules and procedural guidelines related to the "Victims of Violent Crime Act of 1996."
2. Ability to interpret and analyze claims and evidence, and to apply sound judgment in recommending claim decisions.
3. Ability to communicate effectively, orally and in writing, in order to interact effectively with the judicial, legal and social service communities, as well as with court staff and the public.
4. Ability to review and monitor work assignments in order to ensure timely accomplishment of workload.

SELECTION PROCESS: After a review of applications and ranking factors, interviews, a writing sample, or further screening may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit Court Application and Ranking Factors to:
DC Courts, Human Resources Division, 515 5th St., NW, Room 213, Washington, DC 20001.
For further information call (202) 879-0496 or visit our job site at www.dccjobs.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.